



Job Description

Job Title:

King's Trust Programme Support Worker (Temporary – Maternity Cover)

Responsible To:

King's Trust Team Leader

Responsible For:

None

Grade:

Scale 4, Spinal Column Point 9-13, £28,153 - £30,023

Hours:

36.25 hours per week

Location:

Nelson

Other terms and conditions:

- National Joint Council for Local Government Services (Green Book)
- A Flexi Time Scheme is in operation
- Ad Hoc Car User

Special Requirements

- It is a requirement of the post that the post holder holds a current category 'B' (car) full driving licence.
- The postholder is required to be licensed to drive mini buses. Driving licences obtained prior to 1997 automatically include this. (All other applicants must be eligible (21yrs+) and willing to undertake D1 driver training and pass within the probationary period).
- It is a requirement of the post that the post holder will be able to attend evening and weekend meetings/events as required.

Our Aim

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection, and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

Our Priorities

- Valuing our people so they can focus on making Lancashire safer.
- Preventing fires and other emergencies from happening.
- Protecting people and property when fires happen.
- Responding to emergencies quickly and competently.
- Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do, and our Service values 'Strive' reflects the behaviours we expect from our staff:

- Service: Making Lancashire safer is the most important thing we do.
- Trust: We trust the people we work with.
- Respect: We respect each other.
- Integrity: We do what we say we will do.
- Valued: We actively listen to others.
- Empowered: We contribute to decisions and improvements.

The Service values are underpinned by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour:

- Putting our communities first: we put the interest of the public, the community and service users first.
- Integrity: we act with integrity including being open, honest and consistent in everything we do.
- Dignity and respect: making decisions objectively based on evidence, without discrimination or bias.
- Leadership: we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
- Equality, diversity, and inclusion: We continually recognise and promote the value of equality, diversity, and inclusion both within the Fire and Rescue Service's and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected to behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of us.

You can read our full [Community Risk Management Plan](#).

Job Role

The King's Trust Team Programme is a key component of the Service's youth development activities and forms one of several work streams within the Integrated Risk Management (IRM) department.

The role of the Programme Support Worker is to assist in the running of Lancashire Fire and Rescue Service by supporting the Team Leader to ensure efficient and effective delivery of the King's Trust Team Programme.

The King's Trust Team Programme enables 16-25 year olds to develop their confidence, motivation and skills during the twelve week personal development course.

Whilst the King's Trust Team Programme is available for young people already in employment, predominantly the programme targets those disadvantaged by unemployment, social deprivation and inequality.

Responsibilities

- To market and promote Lancashire Fire and Rescue Service King's Trust programmes in every way and support others in this.
- To check and carry out where necessary, Health and Safety risk assessments for individual Team members and each part of the programme you are responsible for. Refer to your Line Manager in all cases of doubt about Health & Safety matters.
- To develop and maintain relationships with those organisations that support/refer young people to our programme and with organisations that deliver specialist elements of the programme.
- Successfully complete the Team Leader training course.
- Act as an appropriate role model and coach to team members. To motivate the team and individuals to fully engage with the Team Programme.
- To assist the team leader in delivering the recruitment strategy and to be responsible for the recruitment of teams in the catchment area by liaising with employment services, career officers, youth organisations, schools, colleges, and other young people's organisations as necessary.
- To support the Team Leader with all aspects of delivering the 12 week programme, including the running of sessions.
- To be responsible for team members work placements and the associated Health and Safety procedures and checks.
- To be responsible for completing all paperwork – this may include petty cash returns and individual reviews.
- To stand in for Team Leaders during absences.
- Understand and respond to the individual requirements and aspirations of each team member.
- Effectively resolve conflict between team members and return the team and workplace to a harmonious environment.

- Demonstrate personal resilience and emotional stability at all times whilst involved with the Team Programme and in the company of team members, community organisations and agencies.
- Communicate clearly and concisely with team members, community organisations and agencies.
- To be available to attend Residential Courses for team and personal development.
- To attend Lancashire Fire and Rescue Service and King's Trust events when required.
- Demonstrate a commitment to personal development and actively participate in the appraisal process.
- To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
- Promote a positive image of the Service in dealing with all other organisations and members of the public.
- To promote the principles of equality and diversity and comply with Lancashire Fire and Rescue Service Equality, Diversity, and Inclusion Policy at all times.
- To observe all rules governing health and safety and use safety equipment where it is provided.
- To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
- The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.

Further Information

The Team Programme is delivered from nine locations across Lancashire via a number of District based units. Programme Support Workers may be required to work at any team room throughout Lancashire, in some instances access is only by an internal staircase.

Lancashire Fire and Rescue Service is committed to meeting its obligations under the Equality Act 2010 and will always look in appropriate circumstances, to making reasonable adjustments.

The appointment will be subject to satisfactory reference, attendance record and Enhanced DBS clearance.

The successful candidate will be required to meet the Rehabilitation of Offenders Act 1974, (Exemptions), Order 1975 and a police clearance.

The appointment will be subject to a probationary period and this includes successfully completing a one week residential Team Leader's course and obtaining a D1 drivers licence. If you leave the organisation before 12 months you may be asked to repay the costs of this training.

Employee Specification

Please note all criteria are essential unless otherwise stated.

Qualifications

- Hold or willing to work towards Level 3 Award in Education and Teaching (QCF)
- Hold or willing to work towards and achieve IOSH
- Level 2 Maths and English (GCSE Grade C or above)

Experience

- Experience of using Microsoft Office – which includes Word, Outlook, Excel and PowerPoint
- Experience of delivering training to small groups
- Experience of working with young people and support their personal development
- Experience of working with challenging young people

Knowledge, Skills, and Abilities

- To be a tactful and sensitive communicator and to empathise with young people, the agencies and professionals who deal with them.
- Able to maintain accurate records.
- Good organisational skills, including time management and the ability to prioritise and manage a varied workload.
- Ability to work under own initiative and as part of a team.
- Good communication skills both verbal and written.
- The ability to apply knowledge of health and safety as it is applicable to the job role.
- A commitment to inclusion, equality, and diversity.

Desirable

- Experience of marketing a service provision
- Knowledge of Safeguarding

Special Requirements of the Post

- It is a requirement of the post that the post holder holds a current category 'B' (car) full driving licence and has a car available which meets the requirements of Lancashire Fire and Rescue Service as detailed in the terms and conditions of the post, see further details.
- The postholder is required to be licensed to drive minibuses. Driving licenses obtained prior to 1997 automatically include this. (All other applicants must be eligible (21yrs+) and willing to undertake D1 driver training and pass within the probationary period).
- Ability to work outside normal office hours which includes attending a minimum of 3 residential weeks per year.

Terms and Conditions

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Hours:

36.25 hours per week

Location:

Nelson

Car Parking:

Free Car Parking Facilities are available at LFRS Sites.

Pension:

Local Government Pension Scheme

Annual Leave Entitlement:

Green Book

The annual leave year for business support staff runs from 01 April to 31 March.

The scale of annual leave is as follows: -

Up to spinal column point 13

0-5 years: 22 days

5-9 years: 27 days

10 years and above: 27 days

Plus, bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at Lancashire Fire and Rescue Service Headquarters are also required to take some additional annual leave to facilitate the Christmas closure.

Other Terms and Conditions:

- National Joint Council for Local Government Services.
- Lancashire Fire and Rescue Service operates a flexi-time scheme.
- Ad Hoc Car User

Car Categorisation

Ad Hoc

Current Category 'B' (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Technical Services before you can be appointed even if you are successful at interview.

The postholder is required to be licensed to drive minibuses. Driving licences obtained prior to 1997 automatically include this. (All other applications must be eligible (21yrs+) and willing to undertake D1 driver training and pass within the probationary period).

If you use your own vehicle, you will be reimbursed for the use of the vehicle on authorised journeys in accordance with the "Lancashire Fire and Rescue Service Ad Hoc Car User Scheme".

The vehicle provided must be fit for purpose and meet the following requirements:

- Valid MOT test certificate.
- Maintained in accordance with the manufacturer's recommendations, kept in good condition and be always fully road legal.
- Insured for you to drive on official business journeys.
- It should be noted that the provision of your own vehicle does not preclude Lancashire Fire and Rescue Service requiring you to use service transport where this is considered more appropriate and in the interests of the organisation.

Clearances:

- Satisfactory references
- Enhanced Disclosure and Barring Service Check with Barred Lists Check
- Occupational Health Assessment

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Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their act or omissions.

To this end, Lancashire Fire and Rescue Service will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentiality. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed.